DD/A Registry
81-0470

DD/A REGISTRY
FILE: _O & M_

5 MAR 1981

MEMORANDUM FOR: Director of Security

FROM: Max Hugel
                  Deputy Director for Administration

STATINTL SUBJECT: [ ]

                  Presidential Management Intern

1. The Presidential Management Intern Program (PMIP) was
established by Executive Order 12008 on 25 August 1977. It
is designed to attract to the Federal Service men and women
of exceptional management potential who have received special
training in planning and managing public programs and policies.
The program's goals are to match the interests of those indi-
viduals desiring public service careers with the high priority
needs of Federal departments and agencies. We have participated
in the program for three years and, to date, we have sponsored
seven Interns.

STATINTL 2. [ ] was selected as one of our 1980 Presidential
Management Interns and will be assigned to offices in the
STAT Directorate of Administration as well as in other administrative/
analytical areas of the Agency. She comes to the Agency with an
excellent background as noted on her resume' and PMIP nomination

STATINTL

gained valuable work experience in several research and adminis-
trative positions in the public, private and academic sectors.
Her work in these areas provides a solid background for CIA in
STATINTL both the administrative and analytical fields.

3. Based on her background, during the first year of Miss
STATINTL [ ] internship she will rotate on a series of interim
assignments of four months duration. She was hired at the GS-09,
Step 1 level. The following schedule has been developed for
[ ]

Office of PPP&M   4 August - 28 November 1980
Office of Training & Education   1 December - 3 April 1981
Office of Security   6 April - 31 July 1981

STATINTL SUBJECT: [ ]

Presidential Management Intern

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It is hoped that during the period she is with your Office, she will be briefed, trained and given meaningful work assignments which will challenge her abilities. At the end of her assignment, we would like a narrative assessment of [ ] experiences and performance while assigned to your Office.

STATINTL 4. [ ] also will be scheduled for several formal internal OTE training courses which will be worked around or within the detail period. The following courses have been identified as being of particular value to a new employee of the Agency:

> Introduction to CIA - Attended
> Administration Directorate Review:
>   Trends and Highlights
> CIA Financial Systems
> CIA Budget Process
> CIA Today and Tomorrow
> Fundamentals of Supervision
> Fundamentals of Administration
> Freedom of Information & Privacy Act Seminar
> Introduction to EDP, Basic VM, & GIM III User
>   Language - Attended
> Information Science for Managers - Attended
> Leadership Styles and Behaviors
> Management for Equality of Opportunity
> Writing for CIA
> Introduction to Analysis - Attended

Since definite dates have not been established for all of the above courses, the DDA Training Officer will be in contact with your Office as soon as the dates are available in order to coordinate the above training program.

5. I believe the Presidential Management Intern Program offers the Agency an excellent opportunity to locate and hire high caliber personnel. The success of the Program will be measured partially by the retention of the Interns following the internship. Their interest in making the Central Intelligence Agency a career will be based on the experiences they encounter during their internship. Accordingly, I hope that you will take a personal interest in the Interns and make their assignments worthwhile endeavors. If you have any questions, please call the DDA Career Management Officer on extension [ ]

STATINTL

Max Hugel

Attachments: Resume' & PMIP Form

STATINT SUBJECT:

Presidential Management Intern

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STATINT DDA/Pers. Officer ba (3 March 1981)